

FOUNTAIN College

# Student Course Progress Policy

Overseas Student Support Services in compliance with National Code  
2007

## Table of Contents

Policy Statement .....	3
Scope.....	3
Student Course Progress Policy .....	3
Stage 1: Satisfactory Course Progress Requirement.....	3
Stage 2: Identification and Intervention Strategies.....	3
Stage 3: Monitoring Course Progress Procedure .....	4
Stage 4: Notification to Report .....	6
Compassionate or Compelling Circumstances .....	<b>Error! Bookmark not defined.</b>
Policy Approval History .....	<b>Error! Bookmark not defined.</b>

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# Policy Title: Student Course Progress Policy

## Policy Statement

The purpose of this policy is to establish the circumstances under which monitoring of student progress and strategic interventions must be implemented to support student progress and to meet obligations under the ESOS Act.

## Scope

This policy is applicable to students who are currently studying at FOUNTAIN College and relates to the identification of students at risk of not making satisfactory progress or failing, the monitoring of student progress, and the intervention strategies implemented by FOUNTAIN College to support students.

The Student Progress Policy is compliant with amendments to the 2000 Education Services for Overseas Students Act (ESOS) implemented on 1 July 2007 and the 2007 changes to the National Code; the student visa program, Standards 9 and 10.

## Student Course Progress Policy

### Stage 1: Satisfactory Course Progress Requirement

At the end of each term, the academic progress of all students is reviewed and assessed by International Student Officer. International Student Officer identifies students who have not achieved or are at risk of not achieving satisfactory course progress. This is an automated process activated at the conclusion of each term. Satisfactory course progress consists of the following criteria:

- Obtaining a final grade of 'Pass' or higher in more than 50 per cent of subjects undertaken by the student;
- Completing mandatory directions as specified by a designated FOUNTAIN staff member; and
- Completing a course within the expected duration of study as specified on the confirmation of enrolment (CoE). *This criterion applies only to students on an international student visa.*

### Stage 2: Identification and Intervention Strategies

FOUNTAIN College provides term reports to its students at the end of each term. The Student Contact Officer will review international students' course progress every term by evaluating their term reports and by interviewing their subject teachers. The Student Contact Officer will also inform parents of international students during each term through telephone or email about the student's course progress and send them a copy of term report by mail.

Students identified by the Student Contact Officer who are deemed to have not achieved, or are at risk of not meeting satisfactory academic progress will be sent a letter requesting their attendance at an interview with the Student Contact Officer. It is the responsibility of the student to ensure their participation at this interview. Students

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may still be considered for exclusion at the end of the term if they fail to attend this interview.

At the interview, students will be given an opportunity to discuss their academic progress and counselled in identifying the cause(s) of their lack of progress, whether academic or personal.

Intervention and support strategies will be developed and specified at the interview. Strategies for assisting students will include, but will not be limited to:

- Arrange an appointment with International Student Officer;
- Tutoring in small groups;
- Study plan devised by a senior teacher;
- Arrange specific homework to their needs;
- Individual Case Management;
- Mentoring (this may incur additional costs);
- Private tutoring (this may incur additional costs);
- Reduction in course load;
- Any other strategy specific to the needs of a student.

Intervention or support strategies may be developed in conjunction with the Curriculum Coordinator.

Intervention or support strategies may be imposed at any stage in the term if the student is identified as being at risk of not meeting satisfactory course progress. Notes of any subsequent interviews with the student will be recorded electronically on the student's file.

Where an international student's duration of study has exceeded the duration specified on the CoE; FOUNTAIN College will extend the student's enrolment only once and only when intervention, mandatory or support strategies have been imposed in accordance with this policy.

### Stage 3: Monitoring Course Progress Procedure

The Monitoring of students' course progress is based on the weighted average of assessments. A study plan is provided by the school at the commencement of the term and details the assessment requirements to be completed to demonstrate achievement in enrolled subjects. In determining whether a student has achieved satisfactory academic progress the following grading system applies to all subjects that follow the Western Australian Curriculum.

A	Well above average
B	Above Average
C	At Standard

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D	Below Average
E	Well below average

### Stage 4: Supporting Procedures

This section contains procedural information on the identification, intervention and support strategies for students who are at risk or who have not met satisfactory course progress.

1. Early intervention at any stage during the term. Identification strategies include:
  - Attendance reports through the College's student attendance database;
  - FOUNTAIN teaching staff referrals regarding a student's progress, attendance or assignment submission;
  - Circumstances relating to student welfare, for example, contacting missing students through email, telephone, home visit or agent contact.

Students are interviewed by the Student Contact Officer. The Student's academic record and attendance are reviewed, cause of unsatisfactory progress explored and intervention, mandatory or support strategies implemented. The following minimum mandatory conditions will be implemented:

- Attendance and assignment submission requirements;
  - Satisfactory course progress criteria and consequences of continued unsatisfactory course progress;
  - Personal or academic issues (new or continuing) impacting upon student's studies during any term must be discussed immediately with Student Services.
2. The Student Contact Officer assesses the enrolment of each student and identifies students who have not achieved satisfactory course progress. Unsatisfactory course progress comprises of the following criteria:
    - Failing to meet intervention or support strategies as specified by a designated FOUNTAIN College teaching staff member;
    - Failing more than 50 per cent of subjects in the most recent semester; or
    - Inability to complete the course within the expected duration of study as specified on the CoE.
  3. Letter is sent to students who have not, or are at risk of, not meeting satisfactory course progress. Letter will request an appointment with the Student Contact Officer and Principal.
  4. Intervention or support strategies are developed at the interview. Students are interviewed by the Student Contact Officer and Principal. The Student's academic record, assignment submission and attendance are reviewed, reasons for unsatisfactory progress explored and intervention or support strategies implemented. At a minimum, the following advice and mandatory conditions will be imposed:
    - Attendance and assignment submission requirements;

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- Satisfactory course progress and consequences of continued unsatisfactory course progress;
  - Personal or academic issues (new or continuing) impacting upon student's studies during any term must be discussed immediately with Student Services.
  - Support services available to the student at FOUNTAIN College.
  - Recommendations from the Student Contact Officer.
5. The Student Contact Officer re-assess the student's progress at the end of the term against criteria listed in Step 1 above.
  6. A letter is sent to students who have not achieved satisfactory course progress requesting them to 'show cause' why their enrolment should not be cancelled and reported to DET and DIBP. Student claiming extenuating circumstances must provide documentary evidence and reasons why these were not discussed with the Student Contact Officer.
  7. The Student Contact Officer considers the written response of each student with unsatisfactory course progress and determines whether the student will be permitted to continue with their studies.
    - Students who are permitted to continue their studies at FOUNTAIN College will have further enrolment conditions stipulated.
    - Students who are not permitted to continue their studies at FOUNTAIN College or who have not responded to the 'show cause' response will be advised in writing of FOUNTAIN College's intention to report the students for not achieving satisfactory course progress and inform that students have 20 working days to access the FOUNTAIN College's complaints and appeals process.
    - The Student Contact Officer determines the outcome of each student's response. Students are formally advised of the outcome in writing.
  8. For students who have lodged an appeal, the FOUNTAIN College Management and the Student Contact Officer convenes to consider the appeal. Student advised of outcome in writing within 10 days. If the appeal is granted, student is advised in writing and is permitted to continue his or her studies at FOUNTAIN College. If the appeal is unsuccessful, student is advised in writing. Student is also advised of external appeal avenues.
  9. For a student who have chosen not to access the complaints and appeals processes within the 20 working day period, withdraws from the process, or the process is completed and results in a decision supporting FOUNTAIN College, then FOUNTAIN College will notify the Secretary of DEST through PRISMS of the student not achieving satisfactory course progress as soon as practicable.
  10. Where a student accesses the external appeals process following an unsuccessful internal appeal, the outcome of external appeal is advised by regulating body. Student permitted to continue studies following successful external appeal.

## Stage 5: Notification to Report

- When a student fails to meet the course requirements in two consecutive study years they will be sent a letter warning them of FOUNTAIN College's intention to report them to the Department of Education and Training for unsatisfactory course progress.

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- The student has 20 working days to access the registered provider's internal complaints and appeals process before Fountain College intends to suspend or cancels the enrolment. Within 20 working days of receipt of notification to report, the student is able to access the Appeals Policy on grounds of:
  - failure to record or calculate a student's marks accurately
  - failing to implement its intervention strategy and other policies according to FOUNTAIN College's documented policies and procedures that have been made available to the student

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